AREAS FOR IMPROVEMENT IN THE LOG AND CONTROL SYSTEM

1. **Establish an annual cut off for the abstract subject file and destroy after three years.**

   The blue abstract (and green if more than one subject) are filed by subject and serve as an index to all items logged by the Registry. It serves as a reference in answering inquiries concerning the status or disposition of material which passed through the DDP with or without a copy being filed. Although related material in the subject file is cut off annually, the abstracts have been interfiled and accumulated since the system was installed about seven years ago. As a result, there are now an estimated 70,000 to 80,000 abstracts in file. Most references to this file concern relatively current items; these references and the interfiling of new abstracts could be done much faster under a cut off system which would provide for separating the inactive and dead material on a scheduled basis. (Also see recommendation 2 below.)

2. **Revise the subject heading in the abstract file to provide for filing strictly by origin.**

   There are 45 primary subject headings in this file, of which some 30-35 are organization titles. It is our understanding that this file was originally established as a source index but that certain subjects have been added as the file developed. There are 19 primary headings now that duplicate heading in the correspond subject file. This change occurred gradually, probably because of the inadequate development of the correspondence subject file. If the volume of the correspondence subject file is limited as recommended and if the system is revised as proposed, the abstract file would better serve its purpose, if filing is limited to source.

3. **Adopt Form 238 for use in logging and controlling DDP correspondence in lieu of Form 44d.**

   Form 44d has no preprinted headings and the space for "From" and "To" entries is inadequate. A limited sample of abstracts, including TS #, DDP #, ER #, and Dispatch #, indicates that 12 percent of the total typing can be eliminated by use of preprinted headings and by eliminating unnecessary typing, e.g., use TS to indicate the Security Classification instead of spelling out TOP SECRET. There are other forms with preprinted headings available but Form 238 is printed on NCR paper and eliminates the handling of the interleaved carbon.

4. **Discontinue preparing abstracts for dispatches and instead use the abstract prepared by RI.**

   Abstracts are prepared by RI for all dispatches. The number of copies of the abstracts varies with the distribution of the dispatch but

   sufficient copies are usually received to serve the Registry purpose.

D

In the few instances that the abstracts are not received or not enough copies are received, the Registry should then type them. This amounts to 25 to 30 items weekly and represents about 10 percent of the workload.